

LEVINGTON & STRATTON HALL PARISH COUNCIL

Information available from Levington and Stratton Hall Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do (Organisational information, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard Copy or Website</p> <p>Website address: https://levingtonparishcouncil.gov.uk</p>	
<p>Who's who on the Council and its Committees</p>	<p>Available free on Website and Notice Board or hard copy from the Clerk on 07770575350</p>	<p>£1 then 10p per sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Available free on Website and Notice Board or Hard Copy from Clerk on 07770575350 or clerk@levingtonparishcouncil.gov.uk</p>	<p>£1 then 10p per sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Clerk's office: 27 Brendon Drive, Rushmere St Andrew, Ipswich, Suffolk, IP5 1NJ</p> <p>Meetings to be arranged at local venue</p>	
<p>Staffing structure</p>	<p>None except Clerk</p>	

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<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard Copy or Website</p> <p>Available Hard Copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Annual return form and report by auditor</p>	<p>Available Hard Copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Finalised budget</p>	<p>Available Hard Copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Precept</p>	<p>Available Hard Copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Financial Standing Orders and Regulations</p>	<p>Available Hard Copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Grants given and received</p>	<p>Available Hard Copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Members' allowances and expenses</p>	<p>Not applicable</p>	<p>N/A</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Hard Copy of Website</p>	
<p>Parish Plan (current and previous year as a minimum)</p>	<p>Available Hard Copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Annual Report to Parish or Community Meeting (current and previous year as a</p>		<p>£1 then</p>

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minimum)	Available Hard Copy from Clerk	10p per sheet
Quality Status	Not Applicable	N/A
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)	Available free on Website or Hard Copy from Clerk	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available free on Website or Hard Copy from Clerk	£1 then 10p per sheet
Agendas of meetings (as above)	Available free on Website or Hard Copy from Clerk	£1 then 10p per sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	Available free on Website or Hard Copy from Clerk	£1 then 10p per sheet
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting	Available Hard Copy from Clerk	£1 then 10p per sheet
Responses to consultation papers	Available Hard Copy from Clerk	£1 then 10p per sheet
Responses to planning applications	Available Hard Copy from Clerk	£1 then 10p per sheet
Bye-laws	None	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and	Hard Copy or Website	

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responsibilities)		
Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders. Committee and sub-committee terms of reference. Delegated authority in respect of officers. Code of Conduct. Policy Statements.</p>	Contact the Clerk with specific requests for any policies.	£1 then 10p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information</p>	Contact the Clerk with specific requests for any policies	£1 then 10p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Available Hard Copy from Clerk	£1 then 10p per sheet
Information security policy	Available Hard Copy from Clerk	£1 then per 10p sheet
Records management policies (records retention, destruction and archive)	None	
Data protection policies	None	
Schedule of charges (for the publication of information)	Attached to this register	
Class 6 – Lists and Registers	Hard Copy – some information may only be available by inspection	

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Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised, in most circumstances existing access provisions will suffice)	Contact the Clerk with specific requests	£1 then 10p per sheet
Assets Register	Available Hard Copy from Clerk	£1 then 10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	None Held	
Register of members' interests	Available Hard Copy from Clerk	£1 then 10p per sheet
Register of gifts and hospitality	Available Hard Copy from Clerk	£1 then 10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for public and businesses)	Hard Copy – some information may only be available by inspection	
Current information only		
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	Contact the Clerk	
Seating, litter bins, clocks, memorials and lighting	Contact the Clerk	
Bus Shelters	Contact the Clerk	
Market	None	
Agency agreements	None	

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A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	None	
Additional Information		

Contact details:

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Clerk to Levington and Stratton Hall Parish Council
27 Brendon Drive
Rushmere St Andrew
IPSWICH Suffolk IP5 1NJ
Telephone: 01473 635341
Mobile: 07770575350
Email: clerk@levingtonparishcouncil.gov.uk
Website: <https://levingtonparishcouncil.gov.uk>

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SCHEDULE OF CHARGES

TYPE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £1 first sheet then 10p per sheet (black and white)	Cost of stationery and admin time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee*		In accordance with the relevant legislation (quote the actual statute)
Other		

* The actual cost incurred by the public authority.